

January 6th, 2020

Reorganization Meeting Minutes

The Supervisors of Towanda Township held their reorganization meeting of January 6, 2020 at the Township Municipal Office at 44 Chapel Street, Towanda PA 18848, at 10:00am the meeting was called to order and a motion was made to appoint Charlotte Sullivan temporary chairman and Lori Kepner temporary secretary by Gary Scranton, seconded by Wilma Lindsey and all agreed. Present at the meeting were Charlotte Sullivan, Gary Scranton, Wilma Lindsey, Lori Kepner, and Ray Green Jr. Visitors present were Bill Roof and Bill Sheets from the Towanda Fire Department and a local resident Nelson Welles.

OFFICERS: A motion was made by Gary Scranton to nominate Charlotte Sullivan as Chairman, Gary Scranton as Vice Chairman and Wilma Lindsey as member, seconded by Wilma Lindsey, all agreed.

Charlotte Sullivan a motion to appoint secretary/treasurer, Lori Kepner with a cost of living increase of 3% with a rate of \$17.50 per hour. Gary Scranton seconded the motion and all agreed.

Charlotte Sullivan made a motion to appoint Lori Kepner as our Open Records Officer, Gary Scranton seconded the motion and all agreed.

Charlotte Sullivan made a motion to appoint Gary Scranton as our Emergency Management Coordinator, with a rate of \$13.40 per hour. We do not yet have an assistant EMA coordinator since the passing of Bill Manvel. Wilma Lindsey seconded and all agreed.

Charlotte Sullivan made a motion to appoint Gary Scranton as representative for the Fire Board, the BC Airport and our representative for the Bradford County Trail. Wilma Lindsey seconded the motion and all agreed.

Charlotte Sullivan made a motion to appoint Ray Green Jr. as Road master with his new rate at \$23.90 per hour. Gary Scranton seconded and all agreed.

Charlotte Sullivan made a motion to increase employee's wages with a 3% cost of living increase. Roadmaster(Ray Green) - \$23.90, CDL Driver- \$20.75 on call only, General Laborer(time summer workers) \$14.60(Clay Green & Bryant Green), \$16.85(Larry Morse). All wages for new hires will be at the discretion of the board of supervisors, depending on experience etc. Gary Scranton seconded the motion and all agreed.

Charlotte Sullivan made a motion that the recommended wages for the working supervisors to our auditors be as follows: Gary Scranton, Wilma Lindsey and Charlotte Sullivan will receive a rate of \$16.40 per hour as a working supervisor. Gary Scranton as EMA director will receive \$13.40 per hour and Charlotte Sullivan as assistant secretary at \$16.40. Gary Scranton seconded and all agreed.

Charlotte Sullivan made a motion to establish the treasurers bond at \$900,000.00, Gary Scranton seconded the motion and all agreed.

Gary Scranton made a motion to appoint Stiffler & McGraw Associates as our engineer on an as needed basis, Charlotte Sullivan seconded the motion and all agreed.

Gary Scranton made a motion to appoint Mike Welliver as Chairman of the Vacancy Board. Charlotte Sullivan seconded and all agreed.

Gary Scranton made a motion to appoint Charlotte Sullivan TMA representative, CBPA Representative and as the Township representative for the Bradford County Tax Committee. Wilma Lindsey seconded and all agreed.

Gary Scranton made the motion to appoint the following as BCTCC Representatives: Charlotte Sullivan-First Delegate, Gary Scranton as 1st alternate, and Lori Kepner as seconded alternate. Wilma Lindsey seconded and all agreed.

Gary Scranton made a motion to appoint Charlotte Sullivan, Avery Boardman, and Dr. Thomas Henson Paul Kreischer, and Jody Place as representatives for CBPA, Charlotte Sullivan seconded and all agreed.

Charlotte Sullivan made a motion that whoever wanted to attend could attend the monthly COG meetings and represent the township, Gary Scranton seconded and all agreed. These meetings are normally the last Monday of each month at 7:30PM at the Troy Borough Hall.

Charlotte Sullivan made a motion to retain PLGIT and Citizens and Northern bank as the Township Depositories. All checks will require two signatures on the checks one being a Township Supervisor and the other being the Township Treasurer. Wilma Lindsey seconded and all agreed. Berkheimer Associates will continue as the Township Earned Income Tax Collector which is in compliance with Act 32.

Charlotte Sullivan made a motion to retain Jonathan Foster as our township solicitor at a rate of \$125.00 per hour which is the same as the previous year. Gary Scranton seconded the motion and all agreed.

Gary Scranton made a motion to appoint the following members to the Zoning Hearing Board. Charles Strickland, Jeff Innocenzo and Paul Kreischer. Fred Smith will be held as the Zoning Solicitor. Charlotte Sullivan seconded the motion and all agreed.

Gary Scranton made a motion to retain Code Inspections as our Building Permit Official, as well as the Township Flood Plain Management Official. Charlotte Sullivan seconded the motion and all agreed.

Charlotte Sullivan made a motion to establish the Township meetings to be held at the Towanda Township Municipal Building, 44 Chapel St, Towanda PA 18848 at 10:0am, these dates were set at the November 2019 Township Meeting. The meetings will be held on the second Monday of each month. The meeting dates are as follows: Jan 6th, Feb 10th, March 9th, April 13th, May 11th, June 8th, July 13th, August 10th, Sept 14th, October 12th, November 9th, December 14th. Gary Scranton seconded and all agreed.

Charlotte Sullivan made a motion to certify the voting delegate for the PSATS convention as whoever may attend. Gary Scranton seconded the motion and all agreed.

Gary Scranton made a motion to set rental rates for the equipment:
Backhoe: \$95.00, Lg, truck \$85.00, Sm trk \$70.00, Tar Buggy \$45.00, Roller \$75.00, tractor/mower \$185.00; these rates do not include operators wages. The operator must be a Township employee and will be at their rate of pay per hour. The contracted Sidewalk snow removal located along South Main Street at \$150.00 per job(David Sullivan). Wilma Lindsey seconded the motion and all agreed.

Gary Scranton made a motion to set taxes as following, seconded by Charlotte Sullivan and all agreed:

Real Estate: 2.48 mills

Spec Fire Tax: 1.91 mills

Real Estate Transfer: .5%

Earned Income: .5%

Total road miles at 13.91

Federal Mileage Rate for 2020 at .575 cents per mile.

Charlotte Sullivan made a motion to authorize payment of everyday utilities bills, etc when due, to avoid late charges. Gary Scranton seconded and all agreed.

Charlotte Sullivan made a motion to participate in a Township Pension Plan for our employees and the Township contributing 3% towards the plan for 2020. Gary Scranton seconded and all agreed.

Charlotte Sullivan made a motion to donate \$650.00 to the Bradford County Humane Society, \$200.00 donation to the veteran's memorial park (which is near the Veterans Memorial Bridge, Towanda), and \$1600.00 to the Towanda Public Library, Gary Scranton seconded and all agreed. Any other donations will be determined by the board as it may occur.

Gary Scranton made a motion to authorize the Road master to make purchases up to \$1000.00 without prior approval of the board and will provide the secretary with the purchase information and invoice. Charlotte Sullivan seconded the motion and all agreed.

Gary Scranton made a motion to establish a 5 minute limit per visitors to be heard during our township meetings. Charlotte Sullivan seconded the motion and all agreed.

Charlotte Sullivan made a motion to set holidays (10) & benefits (insurance, pension, personal days, vacation days, bereavement days) which are determined by the employee manual. Gary Scranton seconded the motion and all agreed.

Citizens to be heard. No citizens were heard during the reorganization meeting.

There was no old business. Gary Scranton made a motion to adjourn at 10:30am. Charlotte Sullivan seconded and all agreed.

Gary Scranton made a motion to adjourn, seconded by Charlotte Sullivan and all agreed.

Signed: _____
Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

January 6th, 2020

The Regular Monthly meeting was held on January 6th, 2020 at 10:30am at the Towanda Township Building at 44 Chapel Street, Towanda PA. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Gary Scranton and Wilma Lindsey. Others present were Ray Green, Road Master, and Lori Kepner, secretary. There were three visitors present. Bill Roof and Bill Sheets from the Towanda Fire Department and a resident, Nelson Welles.

Visitors: Bill Roof and Bill Sheets discussed the purchase of a New Ladder Fire Truck for the Towanda Fire Department. They had been searching for a new truck for some time now and finally found one that would be perfect for the Department and the Fire Protection coverage they need it for. They requested that the Township contribute \$50000.00 towards the purchase of the new fire truck because Towanda Township contracts with the Towanda Fire Department for their Fire Coverage. The board reviewed the information provided by the Towanda Fire Department on the new truck. Gary Scranton made a motion to contribute \$50000.00 towards the purchase of the New Ladder truck. Charlotte Sullivan seconded the motion and all agreed. Towanda Borough will also be contributing \$50000.00 and then the other \$50000.00 will come directly from the Towanda Fire Department. This is a down payment on the truck and the balance will be financed through the Towanda Fire Department. The Representatives from the Towanda Fire Department also asked that Towanda Township would consider contributing towards the payments of the new Fire Truck throughout the financing several years. The board would discuss this request before the end of the year 2020 for the 2021 budget year.

Nelson Welles was present to discuss his concerns and situations with the Bradford County Airport and the hunters that he leases out part of his farm land to, during hunting season for Geese. Mr. Welles went into great detail with the board, which included showing the board text messages and face book posts. He addressed the board that the hunters didn't violate any laws and that they have been hunting in the same location now for over 15 years. The board noted all his concerns and will discuss the situation with their solicitor. The board thanked Mr. Welles for coming to the meeting and voicing his concerns.

Minutes: Gary Scranton made the motion to accept the December 17th, 2019 Regular Meeting Minutes. The motion was seconded by Wilma Lindsey, and all agreed.

Treasurer's Reports and bills to be paid were approved. The motion was made by Gary Scranton to accept the treasurer's Report and bills to be paid which Gary had approved prior to the meeting, motion was seconded by Wilma Lindsey, and all agreed.

TMA/CBPA REPORT: Nothing new at the present time, for the TMA, CBPA or the BCTCC. We received all reports from Charlotte, which included the agendas and minutes.

Gary Scranton's Reports: The BC Airport construction seems to be done. There is nothing new right now with the BC Trail or the Hazard Mitigation Plan.

Road Report by Ray Green: Ray Green gave his report. Ray plowed and cindered as needed during the past storms. He trimmed trees along Franklin Rd. & branches along the roads. He cleaned the equipment after each storm. He has been working with Eric Casanave from Stiffler and McGraw and the contractors on the Railroad Street project with slow progress as of this meeting nothing new.

Jonathan Sr. provided a written report to the board via email. Jonathan had forwarded a copy of the Property Maintenance Ordinance to review. Gary Scranton had reviewed the ordinance and did not find any changes that needed to be made. Charlotte Sullivan still needed to review it. Gary Scranton made a motion to have Jonathan move forward with the advertisement of the ordinance once Charlotte Sullivan had time to review it and give any concerns she may have. Wilma Lindsey seconded and all agreed.

Miscellaneous Business: The board handed in their request for insurance for the 2020 calendar year. Charlotte Sullivan made a motion to accept the agreement with Stiffler McGraw as their engineer. Gary Scranton seconded and all agreed. There were no subdivisions or new gas well NOIs for the month. All other correspondence throughout the month was forwarded to the board of supervisors. Our next meeting will be Monday, February 10th, 2020 at 10:00am. Gary Scranton made a motion to adjourn at 12:00pm, Charlotte Sullivan seconded and all agreed.

Minutes submitted by, Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

February 10th, 2020

The Regular Monthly meeting was held on February 10th, 2020 at 10:00am at the Towanda Township Building at 44 Chapel Street, Towanda PA. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Gary Scranton and Wilma Lindsey. At this time Wilma Lindsey was sworn in as a Towanda Township Supervisor. Others present were Ray Green, Road Master, and Lori Kepner, secretary. There were three visitors present, Bill Roof and Joe Shay from the Towanda Fire Department and a Coy Gobble from the Daily Review.

Visitors: Bill Roof and Joe Shay were at the Township Building to receive the check from Towanda Township to the Towanda Fire Department as the Townships contribution towards the purchase of their new ladder truck. The contribution was in the amount of \$50,000.00. Gary Scranton presented the check to Bill Roof.

Minutes: Gary Scranton made the motion to accept the January 6th, 2020 reorganization meeting and the January 6th, 2020 Regular Meeting Minutes. The motion was seconded by Wilma Lindsey, and all agreed.

Treasurer's Reports and bills to be paid were approved. The motion was made by Gary Scranton to accept the treasurer's Report and bills to be paid which Gary had approved prior to the meeting, motion was seconded by Wilma Lindsey, and all agreed.

TMA/CBPA REPORT: Nothing new at the present time, for the TMA, CBPA or the BCTCC. We received all reports from Charlotte, which included the agendas and minutes.

Gary Scranton's Reports: The BC Airport construction is completed. There is nothing new right now with the BC Trail or the Hazard Mitigation Plan.

Road Report by Ray Green: Ray Green gave his report. Ray plowed and cindered as needed during the past storms. He still is working with Eric Casanave from Stiffler McGraw and the contractors on the Railroad Street project with slow progress as of this meeting nothing new. He will be replacing a sign on Mason/Center, he has been repairs pot holes as needed and he has serviced the equipment. Ray discussed the traffic on Patton Hill Rd from the Rose Well. This is a Chesapeake well so it is being used by trucks contracted with Chesapeake. They have been really damaging the shoulders of Patton Hill Road with their trucks. Lori is to pull the Road Maintenance agreement with Chesapeake to see what the time frame on the agreement states. Ray will try and contact someone from Chesapeake and discuss the road issues as soon as possible so it can get addressed and scheduled to get fixed by Chesapeake. The board received the information from Stiffler McGraw on the advertisement for the bids for the new addition to the garage building for a new garage office. Gary Scranton made a motion to advertise the bids. Charlotte Sullivan seconded and all agreed. Ray and Gary need to renew their Flagger course certification. Lori will look for upcoming classes. Charlotte suggested Wilma take the course if she wanted.

Jonathan Sr. provided a written report to the board. Jonathan was not present at the meeting. Jonathan had forwarded a copy of the Property Maintenance Ordinance to review. Gary Scranton made a motion to advertise the Property Maintenance ordinance to be advertised for adoption at our next meeting. Charlotte Sullivan seconded and all agreed. There is nothing new with Hemlock Hills, the Employee Manual, or Codification at the present time.

Miscellaneous Business: The board discussed call out pay for the Road Master. This would be when he is not working normal hours and he is not out during a snow storm. Charlotte suggested a minimum of 2hrs for call out pay, whether he is only out 15 minutes. The other board members will review and discuss at the next meeting. There is nothing new with the new township web site. The township will be closed on February 17th, 2020 for the Holiday. The board reviewed the quote for two new computers for the Township; one for the Garage office and one for the Township office. Gary Scranton made a motion to accept the quote from SCI Computers, Wilma Lindsey seconded and all agreed. Our next meeting will be Monday, March 9th, 2020 at 10:00am. Gary Scranton made a motion to adjourn at 12:00pm, Charlotte Sullivan seconded and all agreed.

Minutes submitted by, Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

March 9th, 2020

The Regular Monthly meeting was held on March 9th, 2020 at 10:00am at the Towanda Township Building at 44 Chapel Street, Towanda PA. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan and Gary Scranton. Wilma Lindsey was unable to attend due to an illness. Others present were Ray Green, Road Master, Jeff Nason from Stiffler McGraw, and Lori Kepner, secretary.

Visitors: Visitors present were attending for the opening of the garage addition bids. Hunter Lewis from Spectrum Electrical, Steve Noviello from Bechtel, John Savage from GR Noto, and Ryan Welch from Middendorf Contracting.

At this time Charlotte Sullivan directed Jeff Nason from Stiffler McGraw to open up all the bids received for the new Garage office addition. After opening all the bids, Charlotte Sullivan made a motion that Stiffler McGraw was to review all the bids at their office and award each bid to the lowest bidder for each project as long as they all adhered by the requirements. If the lowest bid did not qualify then the next lowest bidder would be awarded the project. Gary Scranton seconded that motion and the motion carried.

Minutes: Gary Scranton made the motion to accept the February 10th, 2020 meeting minutes. The motion was seconded by Charlotte Sullivan, and all agreed.

Treasurer's Reports and bills to be paid were approved. The motion was made by Gary Scranton to accept the treasurer's Report and bills to be paid which Gary had approved prior to the meeting, motion was seconded by Charlotte Sullivan, and all agreed.

TMA/CBPA REPORT: Nothing new at the present time, for the TMA, CBPA or the BCTCC. We received all reports from Charlotte, which included the agendas and minutes.

Gary Scranton's Reports: There is nothing new with the BC Airport, the BC Trail, the Fire Report or the Hazard Mitigation Plan.

Road Report by Ray Green: Ray Green gave his report. Ray plowed and cindered as needed during the past storms. He still is working with Eric Casanave from Stiffler McGraw and the contractors on the Railroad Street project with slow progress as of this meeting there is nothing new. Ray spoke to the representative at Chesapeake about the berm conditions along Patton Hill Rd. Chesapeake will contract someone to fix the issues as soon as the weather permits. Ray had another random drug test. The pressure washer has been fixed. He has serviced all the equipment as needed. We have submitted the salt contract to costars for the 2020-2021 calendar years.

Jonathan Sr. provided a written report to the board. Jonathan was not present at the meeting. Charlotte Sullivan made a motion to pass the Property Maintenance ordinance. Gary Scranton seconded and all agreed. There is nothing new with Hemlock Hills, the Employee Manual, or Codification at the present time.

Miscellaneous Business: The board discussed call out pay for the Road Master. Charlotte made the motion to add Call out pay for township employees as a pay of 2hrs regardless if only out for 15 minutes; anything over 2 hours will be at time and half. Gary Scranton seconded and all agreed. The board discussed comp time carry over from prior years and agreed that if the employee did not use the comp time carried over from the previous year by March 31st of the current year that they could get paid for it. Valley Energy may extend their gas line from Fox Chase Rd across South Main Street to the other side. If they do so they will need to put the new gas line extension within the Township right of way. They board was in agreement with this if Valley Energy extends the line. We received two subdivisions one for McNeal and one for Johnson. Gary Scranton had reviewed both before the meeting. The board found no adverse comments to either one. Gary Scranton made a motion to change our next meeting to Wednesday April 15th, 2020 at 10:00am, from Monday, April 13th, 2020 at 10:00am. Charlotte Sullivan seconded the motion and all agreed. Gary Scranton made a motion to adjourn. Charlotte Sullivan seconded and all agreed.

Minutes submitted by, Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS
Regular Monthly Meeting
April 13th, 2020

The Regular Monthly meeting set for April 13th, 2020 at 10:00am was canceled due to the Covid-19 pandemic. The supervisors felt for the safety of everyone this was the best decision.

Gary Scranton made the motion. Charlotte Sullivan seconded and all agreed.

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

May 28th, 2020

The Regular Monthly meeting was held on May 28th, 2020 at 10:00am at the Towanda Township Building at 44 Chapel Street, Towanda PA. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Gary Scranton and Wilma Lindsey. Others present were Ray Green, Road Master and Lori Kepner, secretary.

Visitors: There were no visitors present.

Minutes: Gary Scranton made the motion to ratify and accept the March 9th, 2020 meeting minutes since we had no meeting in April 2020. The motion was seconded by Wilma Lindsey, and all agreed. The April meeting was canceled due to the COVID-19 pandemic. The meeting cancellation was advertised according to the Second Class Township Code. No visitors showed up for the meeting that day, and we received no phone calls or emails about that meeting cancellation.

Treasurer's Reports and bills to be paid were approved. The motion was made by Gary Scranton to ratify and accept the Treasurer's Report and bills to be paid list for April and May, which Gary had approved prior to the meeting, motion was seconded by Charlotte Sullivan, and all agreed.

TMA/CBPA REPORT: Nothing new at the present time, for the TMA, CBPA or the BCTCC. We received all reports from Charlotte will provide the reports at a later time. They had no physical meetings due to the COVID-19 pandemic.

Gary Scranton's Reports: There is nothing new with the BC Trail, the Fire Report or the Hazard Mitigation Plan. There is a new board member for the BC Airport and it is Evan Barnes. There is also a new Airport manager and Gary will verify this information after the meeting.

Road Report by Ray Green: Ray Green gave his report. Ray has been mowing as needed. He is still working with Stiffler McGraw and the contractors on the Railroad Street project with slow progress as of this meeting there is nothing new. Chesapeake has fixed the berm conditions they created along Patton Hill Rd. Ray has been replacing driveway pipes. He has been doing the concrete work on Woodside. He has replaced 3 stop signs and got 3 new ones to keep in stock. He will be working on patch work that needs done. Ray explained there are 3 pipes along Patton Hill Rd that need replaced, but it maybe too large of a project for the Township themselves to do. There are concerns over the employee's safety and if we have the equipment to do the work needed to replace the pipes correctly. He asked if he could call and get some quotes for the job to be done. The supervisors discussed the issue and felt for the safety of our employees and the task to complete the work needed for the pipes along Patton Hill Road that Ray should call and get pricing. If it falls under the phone quote requirements he is to let the supervisors know of the outcome and start work as needed.

Jonathan Sr. provided a written report to the board.

Miscellaneous Business: Gary Scranton made a motion to ratify the EMA- Declaration of Emergency the supervisors had done in March, and also the Bradford County 2019 Emergency Operations Resolution and the Bradford County 2020 Hazard Mitigation Plan Resolution. Wilma Lindsey seconded and all agreed. There were no new NOI's or subdivisions issued to the Township. Our next meeting will be June 16th, 2020 at 10:00am; social distancing and face mask requirements will be enforced. Gary Scranton made a motion to adjourn at 11:05am. Charlotte Sullivan seconded and all agreed.

Minutes submitted by, Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

June 16th, 2020

The Regular Monthly meeting was held on June 16th, 2020 at 10:00am at the Towanda Township Building at 44 Chapel Street, Towanda PA. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Gary Scranton and Wilma Lindsey. Others present were Ray Green, Road Master and Lori Kepner, secretary.

Visitors: Bill Roof from Towanda Fire Department was present to give an update on the new ladder truck they had purchased. He thanked the Township again for their contribution and stated he will give updates as available.

Minutes: Gary Scranton made the motion to accept the May 28th, 2020 meeting minutes. Charlotte Sullivan seconded and all agreed.

Treasurer's Reports and bills to be paid were approved. The motion was made by Gary Scranton to accept the Treasurer's Report and bills to be paid. The motion was seconded by Wilma Lindsey, and all agreed. The board discussed investing \$100,000.00 in a CD for a year. PLGIT was at a net rate of .60 on June 16th, 2020. We are still waiting for CN Bank to get back to the Township on their rate. Gary Scranton made a motion to invest \$100,000.00 in a CD In Plgit Bank for a year, unless CN Bank contacts the secretary on June 16th, 2020 with a higher rate. Charlotte Sullivan seconded that motion and all agreed. CN Bank returned the phone call to the Township and they were at a net rate of .50 which was lower than PLGIT.

TMA/CBPA REPORT: Nothing new at the present time, for the TMA, CBPA or the BCTCC. We received all reports from Charlotte.

Gary Scranton's Reports: There is nothing new with the BC Trail, the Fire Report or the Hazard Mitigation Plan. The new Bradford County Airport manager is Scott Hauser. Gary will go down and introduce himself to Mr. Hauser at a later date.

Road Report by Ray Green: Ray Green gave his report. Ray has been mowing as needed. He is still working with Stiffler McGraw and the contractors on the Railroad Street project. We are still waiting on Insinger Construction to submit the final paperwork for the New Garage addition to Stiffler and McGraw. The Penelec guide wire still needs moved before construction can start. The secretary will check with Stiffler McGraw on that progress. The Patton Hill pipes are completed. The Woodside Rd culvert work is done. We will be getting the rest of the Salt that we had ordered delivered before the July 15th, 2020 deadline. Ray will meet with Vestal Asphalt on the Laurel Hill Rd tar and chip issues. Ray will be tar and chipping Hettick road within the next month. It will be contracted through Costars vendors. There is a spot on Bennett road that Ray will address with Suit Kote that hasn't held up as well as he'd like. Ray will be working on the McNamara road drainage within the next month.

Jonathan Sr. provided a written report to the board.

Jonathan also provided a draft of part of the Personnel Policy for the board to start to review. There is nothing new with Hemlock Hills or the Codification. Gary Scranton mentioned that Jonathan had suggested we change the language in our Airport Zoning Ordinance to reflect civil penalties instead of criminal penalties at a previous meeting. The board discussed this matter. Gary Scranton made the motion to change the language in our Airport Zoning Ordinance to reflect civil penalties not criminal penalties. Wilma Lindsey seconded and all agreed.

Miscellaneous Business: There were no new NOI's or subdivisions issued to the Township. Our next meeting will be July 13th, 2020 at 10:00am; social distancing and face mask requirements will be enforced. Gary Scranton made a motion to adjourn at 11:09am. Charlotte Sullivan seconded and all agreed.

Minutes submitted by, Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

August 10th, 2020

The Regular Monthly meeting was held on August 10, 2020 at 10:00am at the Towanda Township Building at 44 Chapel Street, Towanda PA. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Gary Scranton and Wilma Lindsey. Others present were Ray Green, Road Master and Lori Kepner, secretary.

Visitors: There were no visitors present

Minutes: Gary Scranton made the motion to accept the July 13th, 2020 meeting minutes. Wilma Lindsey seconded and all agreed.

Treasurer's Reports and bills to be paid were approved. The motion was made by Gary Scranton to accept the Treasurer's Report and bills to be paid. The motion was seconded by Wilma Lindsey.

TMA/CBPA REPORT: Nothing new at the present time, for the TMA, CBPA or the BCTCC. We received all reports from Charlotte.

Gary Scranton's Reports: There is nothing new with the BC Trail, the Fire Report or the Hazard Mitigation Plan.

Road Report by Ray Green: Ray Green gave his report. Ray should be finished with Patton Hill pipe work next week. He has mowed sides of roads when needed. He has contacted Stiffler McGraw and told them to move forward with Insinger Construction as the contractor to do the Railroad street project. They have been mowing grass as needed. Ray hasn't heard back from Towanda Water and Sewer about the manholes along Patton Hill Rd. Vestal Asphalt is going to work on fixing the one spot that needs repaired on Laurel Hill Road within Towanda Township. He will be working on fixing the drainage problem on McNamara road this coming month. All three dump trucks have been inspected. The Trees on Patton Hill Road will be removed this month. He will be getting the summer equipment cleaned up and put away soon and getting the winter equipment ready for winter. All salt and cinders have been delivered.

Attorney Jonathan Foster Sr. provided a written report to the board.

The board is to review the Personnel Policy Jonathan gave us; Charlotte had a 2 ½ hour phone conference with Jonathan on the portion of the Personnel Policy Jonathan had sent us. The board will hold work sessions to go over what was discussed and updated on the Personnel Policy. There is nothing new with Hemlock Hills or the Codification. The board would like Jonathan to write a letter to Custom Geekery on providing the Township with an update on the Website and estimated completion date. The Township has tried to contact the company by both phone and email with no reply what so ever. We should have the new computers updated this month. Elections are November 3rd, 2020. No one will be attending the COG dinner on August 24th, 2020 at the First Christian Alba Church. We will schedule to have the Township Chapel Street office pressure washed this month. The Garage office construction should be started this month. Penelec has been contacted by our office to move forward and remove the guide wire and install the new electrical pole so the contractors can safely start construction.

Miscellaneous Business: There were no new NOI's or subdivisions issued to the Township. Our next meeting will be September 14th, 2020 at 10:00am; social distancing and face mask requirements will be enforced. Gary Scranton made a motion to adjourn. Charlotte Sullivan seconded and all agreed.

Minutes submitted by, Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

July 13th, 2020

The Regular Monthly meeting was held on July 13th, 2020 at 10:00am at the Towanda Township Building at 44 Chapel Street, Towanda PA. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Gary Scranton and Wilma Lindsey. Others present were Ray Green, Road Master and Lori Kepner, secretary.

Visitors: There were no visitors present

Minutes: Charlotte Sullivan made the motion to accept the June 16th, 2020 meeting minutes. Wilma Lindsey seconded and all agreed.

Treasurer's Reports and bills to be paid were approved. The motion was made by Gary Scranton to accept the Treasurer's Report and bills to be paid. The motion was seconded by Charlotte Sullivan.

TMA/CBPA REPORT: Nothing new at the present time, for the TMA, CBPA or the BCTCC. We received all reports from Charlotte.

Gary Scranton's Reports: There is nothing new with the BC Trail, the Fire Report or the Hazard Mitigation Plan.

Road Report by Ray Green: Ray Green gave his report. Ray has finished the road mowing. He is still working with Stiffler McGraw and the contractors on the Railroad Street project. They have finished Hettick Road tar and chip. He has been working on ditch repairs as needed and cleaned up a tree on Woodside. He installed driveway pipes; one along Woodside, at the Bridge Street Rod and Gun Club and Scranton's. He had to have the zero turn fixed. He will be working on McNamara Road this week. They have been mowing grass as needed. Ray hasn't heard back from Towanda Water and Sewer about the manholes along Patton Hill Rd. Vestal Asphalt is going to work on fixing the one spot that needs repaired on Laurel Hill Road. The road crew will also be working on finished patch work on the roads. Ray contacted Austin Halderman about taking down the two trees along Patton Hill Rd that are dangerously ready to fall onto our guard rails. They are dead and it's just a matter of time before they come down. He should be able to do the work in August. He gave a quote of \$1000.00. Charlotte Sullivan made a motion to proceed with the removal of the trees. Wilma Lindsey seconded and all agreed. We are still waiting on the remaining quotes for the Railroad Street Drainage project. Gary Scranton made a motion to allow Ray Green to proceed as needed once we get all the quotes back and they are "apples to apples" and Ray and Eric from Stiffler McGraw can choose the best contractor for the job. Charlotte Sullivan seconded the motion and all agreed.

Jonathan Sr. provided a written report to the board.

Jonathan had provided a draft of part of the Personnel Policy for the board to start to review. The board will hold work sessions to go over the Personnel Policy. There is nothing new with Hemlock Hills or the Codification. Gary Scranton made a motion to pass for advertisement the new language in our Airport Zoning Ordinance to reflect civil penalties instead of criminal penalties. Wilma Lindsey seconded and all agreed. We can pass the updated ordinance at our August meeting. We received our new flood plain maps. One will stay in the office and one will have to go to our Flood Plain Manager which is Code Inspections Inc.

Miscellaneous Business: There were no new NOI's or subdivisions issued to the Township. Our next meeting will be August 10th, 2020 at 10:00am; social distancing and face mask requirements will be enforced. Gary Scranton made a motion to adjourn. Charlotte Sullivan seconded and all agreed.

Minutes submitted by, Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS

Regular Monthly Meeting

September 14th, 2020

The Regular Monthly meeting was held on September 14th, 2020 at 10:00am at the Towanda Township Building at 44 Chapel Street, Towanda PA. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, Gary Scranton and Wilma Lindsey. Others present were Ray Green, Road Master and Lori Kepner, secretary.

Visitors: There were no visitors present

Minutes: Charlotte Sullivan made the motion to accept the August 10th, 2020 meeting minutes. Wilma Lindsey seconded and all agreed.

Treasurer's Reports and bills to be paid were approved. The motion was made by Gary Scranton to accept the Treasurer's Report and bills to be paid. The motion was seconded by Wilma Lindsey.

TMA/CBPA REPORT: Nothing new at the present time, for the TMA, CBPA or the BCTCC. We received all reports from Charlotte.

Gary Scranton's Reports: There is nothing new with the BC Trail, the Fire Report or the Hazard Mitigation Plan.

Road Report by Ray Green: Ray Green gave his report. Ray trimmed trees along Laurel Hill Rd. They will be fixing Laurel Hill Rd tar and chip soon. He patched holes on McNamara. He filled around the manholes along Patton Hill Rd so they were more even with the road. There is a slide that has formed along Patton Hill Rd along the bank that he will be working on fixing with dirt from the new addition construction and larger rocks. They have mowed the cemeteries and offices. He has had to do some minor repairs to the equipment. He hasn't had any updates on the Railroad Street Project. The Penelec Pole guide wire and new Penelec pole should be done soon. He will be getting the equipment ready for the fall and winter months ahead. There is a storage shed along Railroad Street which is in the Township right of way. Lori and Ray will work on contacting the land owner for them to move it.

Attorney Jonathan Foster Sr. provided a written report to the board.

The board and Jonathan are still working on the Personnel Policy. The board will hold work sessions to go over what was discussed. There is nothing new with Hemlock Hills or the Codification. Jonathan wrote a letter to Custom Geekery on providing the Township with an update on the Website and estimated completion date. The Township has tried to contact the company by both phone and email with no reply what so ever. The board discussed various Code Violations. Lori is to write letters to the property owners on their violations and ask them to contact the township with their intentions before the Township moves forward with the Solicitor getting involved. The violations included some Campers being lived in and site distances on township roads (signage) and also trash accumulations. The board will hold a work session for road inspections and code violations when all three supervisors can attend. Elections are November 3rd, 2020. The Pressure washing of the Township has been done. Trick or Treat will be on October 28th, from 6-8pm. The Towanda Fire Police will man the Railroad/Liberty Corners Rd intersection and flares will be put out.

Miscellaneous Business: There were no new NOI's or subdivisions issued to the Township. Our next meeting will be October 12th at 10:00am; social distancing and face mask requirements will be enforced. Gary Scranton made a motion to adjourn. Charlotte Sullivan seconded and all agreed.

Minutes submitted by, Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS
Regular Monthly Meeting
October 20, 2020

The Regular Monthly meeting was held on October 20th, 2020 at 10:00am at the Towanda Township Building at 44 Chapel Street, Towanda PA. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors Present were: Charlotte Sullivan, and Wilma Lindsey. Gary Scranton was not present. Others present were Ray Green, Road Master and Lori Kepner, secretary. Towanda Township Solicitor Jonathan Foster Sr. was also present

Visitors: Visitors present were Amy Brennan from Custom Geekery and Jaden Wise. At this time the board discussed the new web site with Amy and that we did receive the information from D3 Design on our old web site and that we would forward all this information to her. She currently has some information for the web site for example the current minutes, history on Cole cemetery and the comprehensive plan. Amy will have two contacts at the office Lori Kepner and Charlotte Sullivan to make sure that the information she needs and the information the Township needs on the web site gets taken care of appropriately. The Township asked Amy to provide an update on the new web site by their next Township meeting on November 9th, 2020.

Minutes: Wilma Lindsey made the motion to accept the September 14th, 2020 meeting minutes, and the October 5th, 2020 special meeting minutes. Charlotte Sullivan seconded and all agreed.

Treasurer's Reports and bills to be paid were approved. The motion was made by Charlotte Sullivan to accept the Treasurer's Report and bills to be paid. The motion was seconded by Wilma Lindsey.

TMA/CBPA REPORT: Nothing new at the present time, for the TMA, CBPA or the BCTCC. We received all reports from Charlotte.

Gary Scranton's Reports: There was no report at the present time.

Road Report by Ray Green: Ray Green gave his report. Ray trimmed trees along Laurel Hill Rd. They will be fixing Laurel Hill Rd tar and chip soon. They have mowed the cemeteries and offices. He has had to do some minor repairs to the equipment. He has spoken with Insingers and the Railroad Street Drainage Project should be moving forward next month. The Penelec Pole guide wire has been taken out and new the Penelec pole has been placed at the Township Garage. Insinger has started dirt work on the new addition. Eric Casanave phoned the office and discussed with Lori a situation that has come up with the building of the new addition. It seems that in the plans the "earthwork and concrete" must have special inspections and that only a third party geotechnical firm can inspect this work. There are two firms that they knew of that they could get quotes from on this inspection costs. They only received one quote back from CMT Labs, Inc. with a cost to the Township at \$8664.00. Eric explained that this was not made as clear as it should have been from the beginning of the planning. The Township itself did not know there would be an additional cost to them for this special inspection. The emails received from Eric had been forwarded to the supervisors and Ray Green. After the board and the solicitor discussed it; they decided to have Charlotte Sullivan, Chairman, contact Eric Casanave with Stiffler McGraw and discuss it further. She wanted to see if they could maybe get a discount on the costs since they are a municipality or maybe they could have a waiver so they don't have to pay the fee. She will get back to the others when she talks to Eric.

Attorney Jonathan Foster Sr. provided a written report to the board.

The board and Jonathan are still working on the Personnel Policy. The board will hold work sessions to go over what was discussed. There is nothing new with Hemlock Hills or the Codification. The board discussed various Code Violations. At this point everyone was cooperative with their courtesy letters. We had not heard back from Lisa Bell as of yet. Jonathan provided a Certificate of Non-Conformance to use for any campers/rv's which fall into the category of being constructed/developed as living spaces prior to the Ordinance adoption in 2012. The only person who at this time falls under that category would be Lester Brion who had established two campers as living quarters for the gas industry renters before the ordinance was passed in 2012.

Miscellaneous Business: There were no new NOI's or subdivisions issued to the Township. Elections is on November 3rd, 2020. A copy of the proposed budget was given to the supervisors to review before the next meeting. Charlotte Sullivan had made a motion to increase the donation to the Humane Society from \$650 a year to \$750 a year. Wilma Lindsey seconded and all agreed. Our next meeting will be November 9th at 10:00am; social distancing and face mask requirements will be enforced. Wilma Lindsey made a motion to adjourn. Charlotte Sullivan seconded and all agreed.

Minutes submitted by, Lori Kepner, Secretary

TOWANDA TOWNSHIP SUPERVISORS

Minutes Regular Monthly Meeting

November 9, 2020

The Regular Monthly meeting for November 9, 2020 was held at 10:00 AM at the Towanda Township Office at 44 Chapel Street. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors present were: Charlotte Sullivan, Gary Scranton, and Wilma Lindsey. Also present were Ray Green Jr., Roadmaster, and Attorney Jon Foster, Sr., Solicitor. Absent: Lori Kepner, Secretary-Treasurer.

Pledge to Flag was recited.

Minutes were accepted and attached for the October 20, 2020 meeting. Motion by Gary Scranton, seconded by Wilma Lindsey. Unanimous vote to accept.

Treasurers Report and Bills to Pay as attached were approved by vote Motion by Gary Scranton and seconded by Wilma Lindsey. Unanimous vote to accept reports.

Website as prepared by Amy Brennan, Custom Geekery Web Design has been set up as towandatownship.org. Lori Kepner and Charlotte Sullivan are working with Amy to get the information prepared and posted to the site.

Reports from TMA, CBPA, and BCTCC as submitted by Charlotte Sullivan were submitted for the Secretary's file.

Reports from Fire Board, EMA and BC as submitted by Gary Scranton were submitted for the Secretary's file.

Township Solicitor, Attorney Jonathan Foster Sr., report as presented is attached to be placed on file in Secretary's file.

Annual Budget for 2021 is attached as approved for file. Motion by Gary Scranton, seconded by Wilma Lindsey. Unanimous vote was made to accept the budget as presented to the Board in October and advertising in the Towanda Daily Review for Township Residents Review prior to vote at this meeting.

Roadmaster Report given by Ray Green is attached.

Visitors to be Heard. Jeff Nason, Stiffler McGraw Engineering firm, was present to answer any questions the Board had in reference to the additional cost of an IBC Geotechnical test permit required for the office building construction that was inadvertently missed at the time of the

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Towanda Township November 9, 2020 Meeting Minutes

contractors meeting. Eric Casanave, Stiffler McGraw, reported their engineering firm will give the Township a \$4,000 adjustment to the \$8644 charge for the required test to continue with the construction of the building. After not hearing any further questions, the Supervisors voted to accept the adjustment and continue constructing the building. Motion by Gary Scranton and seconded by Wilma Lindsey. Unanimous vote received.

Holiday reminders was announced for Veterans Day, Thursday, November 11th, and Thanksgiving Day, Thursday, November 26th.

Next meeting will be held on December 14, 2020 at 10:00 AM.

s/*Charlotte S. Sullivan*

Submitted by: Charlotte S. Sullivan, Assistant Secretary

Attachments:

October 2020 Minutes

October 2020 Treasurers Report

October 2020 Bills to Pay

Roadmaster Report

Solicitors Report

Committee Reports

TOWANDA TOWNSHIP SUPERVISORS

Minutes Regular Monthly Meeting

December 14th, 2020

The Regular Monthly meeting for December 14th, 2020 was held at 10:00 AM at the Towanda Township Office at 44 Chapel Street. The meeting was called to order by Chairman Charlotte Sullivan. Supervisors present were: Charlotte Sullivan, Gary Scranton, and Wilma Lindsey. Also present were Ray Green Jr., Roadmaster and Lori Kepner, Secretary-Treasurer.

Pledge to Flag was recited.

Minutes were accepted and attached for the November 9th meeting. Motion by Gary Scranton, seconded by Wilma Lindsey. Unanimous vote to accept.

Treasurers Report and Bills to Pay as attached were approved by vote Motion by Gary Scranton and seconded by Wilma Lindsey. Unanimous vote to accept reports.

Visitors to be Heard: There were no visitors to be heard.

Reports from TMA, CBPA, and BCTCC as submitted by Charlotte Sullivan were submitted for the Secretary's file. There was nothing new at this time to report.

Fire Board, EMA and BC: Gary Scranton explained there was nothing new to report at this time.

Township Solicitor, Attorney Jonathan Foster Sr., report as presented is attached to be placed on file in Secretary's file. The board discussed the updates for the Airport Ordinance and will wait to act on those updates when we are closer to the codification of all the ordinances.

Annual Budget for 2021: The Motion was made by Gary Scranton, seconded by Wilma Lindsey to accept the 2021 Annual Budget.

Roadmaster Report: given by Ray Green. The Towanda Borough Fire Department would like to install an addition fire hydrant along South Main Street, near the Elks Club to service the Township during Fire calls. They felt it is in the best interest of the Township and their residents if there is an additional fire hydrant. It was difficult to get additional water to the last fire call along South Main Street because they had to travel a distance to the next closest fire hydrant in the Township for water. Gary Scranton made a motion to have Ray work with Towanda Borough Fire Dept. for the installation of the new fire hydrant and its location. Wilma Lindsey seconded and all agreed. He has been plowing and cindering as needed. They have cleared the pipes and ditches as needed before and after the storms. The Railroad street drainage project is completed except for the paving of the road, mulching and seeding, and some grout work still to be done. At this time Gary Scranton made a motion to pay Insinger who is the contractor that did the Railroad Street Project half of their invoice for services done of \$25443.90 until most of the remaining work is done. Wilma Lindsey seconded the motion and all agreed. Two inspections have been done on the new building construction at the garage. They will move forward once the results come back from those tests. Equipment has been services and repaired as needed.

Miscellaneous: Charlotte Sullivan explained her term for the CBPA was up in 2021, she plans of accepting the appointment again. Gary Scranton motioned to accept her appointment as the Township Township representative. Wilma Lindsey seconded and all agreed. The board discussed the issue of whether there was an remaining equipment of Francis Lindsey's left at the garage or the garage office and Wilma Lindsey was in agreement that she received all that was Frank's personal equipment. The 2021 Towanda Township meetings are as follows these meetings will be held at 10:00am: Jan 4th, Feb 8th, March 8th, April 12th, May 10th, June 14th, July 12th, August 9th, Sept 13th, October 11th, November 8th, December 13th, 2021.

The BCTOA election of officers has been presented to all Township Supervisors this year as a paper vote, due to the COVID-19 crisis, each year the board has to be elected before the New Year. The officers are as follows: Marvin Meteer (President), Larry Fleming (Vice President), Gary Ferguson (first- vice president), Lori Kepner (Secretary) and Brenda Ferguson (Treasurer). Charlotte Sullivan made a motion to accept this slate of officers for the BCTOA for 2021. Gary Scranton seconded and all agreed.

There was one subdivision submitted by Ed Slocum-The board reviewed the subdivision and found no adverse comments.

Next meeting will be held on January 4th, 2021 at 10:00 AM which will be the reorganization meeting. The January Regular monthly meeting will immediately follow.

Minutes prepared by Lori Kepner
Secretary/Treasurer